

# Boone County Government

**Position Title: Building Official/Inspector**

**Reports To: Area Plan Director**

**Status: Non-Exempt**

**Effective Date: December 10, 2015**

**Normal work schedule 8:00 a.m. - 4:00 p.m. M-F**

*To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **Position Summary:**

Reviews improvement location permit applications for compliance, issues design releases, inspects construction to ensure compliance with approved applications, and issues certificates of occupancy when projects are complete. Enforces building codes by requiring the submission of applications, stop-work orders, and re-inspection additional fees.

## **Essential Duties and Responsibilities:**

Reviews all improvement location permits (building permits) for compliance with federal, state and local building codes.

Meets with the public and/or their representative(s) on future or potential projects in the County.

Responds to building code and construction questions from the public and other agencies.

Acquires and maintains a working knowledge of state and local building codes.

Enforces the provisions of the state and local building codes.

Performs on-site footer, foundation, rough-in, electrical, and final inspections and any re-inspections.

Makes written reports of all inspections performed and enters information into database.

Performs other related duties as assigned.

## **Additional Duties and Responsibilities:**

Assists Administrative Assistant with duties to maintain prompt and efficient customer service.

Performs general clerical duties including photocopying, faxing, mailing, and filing.

Occasionally testifies in legal proceedings/court as necessary.

Attends meetings and seminars to continue education and experience.

**Key Performance Standards:**

Ability to perform inspections and permit reviews in a punctual manner based on established County policies and procedures

Employee demonstrates initiative to learn and understand new building codes on an ongoing basis.

Strong technical understanding of the building environment which projects a competent appearance to the public.

Demonstrates knowledge of modern office procedures, practices, and methods.

Technical knowledge to understand and interpret plans and specifications

Employee has the ability to enforce conformity with firmness, tact, and impartiality.

Demonstrated ability to consult with contractors, building owners, the general public, departmental officials, and associates to maintain satisfactory working relationships on inspection and regulatory matters.

Employee has been able to learn computer system for permit activities

**Position Qualifications:**

High school diploma or GED.

Certifications in latest adopted Indiana Residential and Electric codes preferred.

Training in a construction related field or equivalent combination of education and experience.

Working knowledge of fundamental construction issues and concepts, including foundations, concrete work, framing, woodwork, electrical, heating, plumbing, air-conditioning, and site design.

Excellent ability to demonstrate and communicate information in graphic, written and oral forms.

Demonstrates an ability and awareness to professional ethics, gender, cultural diversities and disabilities.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with difficult persons.

Ability to occasionally work extended and/or evening hours.

Must be fluent in Microsoft Access, Word, Excel, FrontPage including GIS programs.

Ability to work alone with minimum supervision and with others in a team environment, often under time pressure, and on several tasks at the same time.

Ability to understand, memorize, retain, and carry out written or oral instructions

Working knowledge of standard English grammar, spelling, and punctuation.

Ability to read, understand and analyze construction plans and plot plans.

Possession of or ability to obtain a valid driver's license.

**ADA Compliance:**

Physical Factors

Working conditions are normal for an office environment, involving sitting for long periods, sitting/walking at will, keyboarding, lifting/carrying objects weighing less than 25 pounds, close vision, color/depth perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects.

Environmental Factors:

Working conditions also are out-of-office on-site, all-weather outdoor inspections of job sites, involving driving, walking/crawling, kneeling, bending, climbing stairs and ladders, lifting/carrying objects weighing less than 25 pounds, close vision, color/depth perception, speaking clearly, hearing sounds/communication, and handling/grasping fingering objects. These inspections are performed in all seasons and on sites that are not finished and graded; working in mud, snow, rain, heat and cold are required.

**Applicant/Employee Acknowledgement:**

The job description for the position of Building Inspector for the Area Plan Commission describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes\_\_\_\_ No\_\_\_\_

Applicant/Employee Signature:

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Boone County, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.